



CITY OF SEVIERVILLE

Instructions / Procedures for Applicants for a CERTIFICATE OF COMPLIANCE Retail Package Store

Retail stores that desire to obtain a "Retail Package Store License" issued by the Tennessee Alcoholic Beverage Commission (TABC) must first obtain a "City of Sevierville Certificate of Compliance" which is required by Tennessee Code Annotated § 57-3-208. Applicants for this Certificate of Compliance should review the following instructions and procedures:

1. A Certificate of Compliance shall be issued solely to the applicant, whether a person, firm, corporation, joint-stock company, syndicate, or association.
2. An application for a certificate of compliance must be completed on behalf of all of the owner(s) of the applicant. Part One of the application must identify every person having an interest, direct or indirect, in the retail package store as an owner, partner, stockholder, or otherwise. In the event that a corporation, partnership, limited liability company, or other legally recognized entity is an applicant or member of the applicant group, each person with an interest must be disclose and must provide the information on the application provided by the City.
3. Part Two of the application should be filled out by each individual identified in Part One and are required to obtain a criminal background check, described below.
4. Upon submission of the application, the applicant must provide the City with a copy of a background check conducted by the Tennessee Bureau of Investigation (or reputable third-party) for each applicant or member of the applicant group using a multistate criminal records locator or other, similar commercial nationwide database with validation. The background check must cover a ten-year period immediately preceding the date of the application. Said background check shall be completed within 30 days preceding the applicant's application for a certificate. A background check by the Tennessee Bureau of Investigation can be initiated at: <https://www.tn.gov/tbi/article/background-checks>.
5. A certificate of compliance is valid only for the applicant or applicant group and cannot be transferred or sold to another person or group.
6. Before an applicant's application for certificate will be authorized, the completed application must include the following:
 - a. Part One and Part Two of the Application for Certificate of Compliance completed, signed by the applicant(s), and notarized.
 - b. A certified copy of a background check from the TBI (or other reputable third-party) for each individual listed on the application as being the applicant or member of the applicant group.
 - c. An electronic copy of a site plan showing the following: the shape, size, and location of the lot which the retail package store is to be operated; the shape, size, height, and location of all buildings; and the off-street parking space and off-street loading and unloading space to be provided including the vehicular access to be provided from these areas to a public street.
 - d. A floor plan indicating the square footage of the proposed store and areas to be used for retail sales and storage, ingress/egress locations, and location of windows.

- e. In lieu of providing copies of information provided to TABC, the applicant shall provide the following information in the initial application:
- Proof of right to possess of the premises.
 - Government-issued ID, as required, by each owner regardless of percentage ownership.

The following information must be submitted prior to January 15, 2024:

- Personal financial statement for each owner.
- Credit check for each owner.
- Previous two (2) years of tax returns for each owner.
- Previous three (3) months of bank statements for each owner.

- f. In order to determine if the location is appropriately zoned, please ensure the address and/or map, group and parcel number provided is the physical address of the establishment.

7. A fifteen hundred (\$1,500.00) dollar non-refundable fee per application must be paid when invoiced.
8. Completed applications and background checks to be submitted electronically through a portal provided by the City. Go to www.seviervilletn.org/retailpackagestore.



CITY OF SEVIERVILLE

Application for CERTIFICATE OF COMPLIANCE – PART 1 Retail Package Store

City Recorder's Office
City of Sevierville

Information About the Business

P.O. Box 5500
Sevierville, TN 37864
(865) 453-5504

1.

Contact's Name:	
Email address:	
Name and Physical Address of Retail Package Store:	

Retail package store zone: Circle one	1	2	3	4	5
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2.

Name of Retail Store Owner:	
Mailing Address:	

Owner is a(n):

<input type="checkbox"/> Individual	<input type="checkbox"/> Corporation	<input type="checkbox"/> Limited Liability Corporation
<input type="checkbox"/> Partnership	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Other: _____

3. **If the business is not a sole proprietorship, the name and interest of each person to have an interest, direct or indirect, in the retail package store as an owner, partner, stockholder, or otherwise:**
(Attach additional sheets if necessary)

Name:	Title and interest:

The undersigned hereby solemnly swears that each and every statement in this application (and on the pages attached to this application) is true and correct. The undersigned certifies that he/she has read and is familiar with the laws of the City of Sevierville and the State of Tennessee governing retail package stores accepts the validity and reasonableness of the regulations and promises to be in compliance therewith. If the owner is other than an individual, the undersigned affirms that he/she is a representative of the owner duly authorized to submit this application.

The undersigned hereby solemnly swears that the applicant(s) who are to be in actual charge of the business have not been convicted of a felony within a ten-year period immediately preceding the date of application and, if a corporation or other entity, that the executive officers or those in control have not been convicted of a felony within a ten-year period immediately preceding the date of application

Date: _____

By: _____
Signature

Title: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

My Commission Expires ____/____/____



CITY OF SEVIERVILLE

Application for CERTIFICATE OF COMPLIANCE – PART 2 Retail Package Stores

City Recorder's Office
City of Sevierville

Questionnaire for Participants in the Business

P.O. Box 5500
Sevierville, TN 37862
(865) 453-5504

To be completed by each person identified in Part 1 of this application.

1.	Name and Physical Address of Retail Package Store:	

2.	Name:		Driver's License #:	
	Date of Birth:		State of Issuance:	

3.	Home Address:	

4. What is your position with the business for which this application is submitted?

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5. Have you been convicted of a felony within the past ten (10) years? Yes No If yes, Explain:

The undersigned hereby solemnly swears that each and every statement in this application (and on the pages attached to this application) is true and correct. The undersigned certifies that he/she has read and is familiar with the laws of the City of Sevierville and the State of Tennessee governing retail package stores accepts the validity and reasonableness of the regulations and promises to be in compliance therewith. If the owner is other than an individual, the undersigned affirms that he/she is a representative of the owner duly authorized to submit this application.

I am enclosing a certified copy of a criminal background check conducted by the Tennessee Bureau of Investigation, or other reputable third-party, within the past thirty (30) days and authorize the City of Sevierville to utilize this criminal background investigation as necessary for the issuance of a Certificate of Compliance in accordance with *Tennessee Code Annotated*, § 57-3-208.

Date: _____

By: _____
Signature

Title: _____

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public

My Commission Expires ____ / ____ / ____